



## I. K. AKHUNBAYEV KYRGYZ STATE MEDICAL ACADEMY

### KSMA regulations on self-study of students

«Approved»

Rector of KSMA, doc. of med. sciences, prof.

\_\_\_\_\_ Zurdinov A.Z.

« \_\_\_\_\_ » \_\_\_\_\_ 2013

#### PROVISION

#### about self-study of students at Kyrgyz State Medical Academy

##### 1. General provisions

1.1. This Regulation defines the content, organization and control of self-study of students at Kyrgyz State Medical Academy.

1.2. The Regulation has been developed in accordance with:

- The Law of the Kyrgyz Republic “On Education”;
- \* The Regulation on the rating system for assessing student performance in KSMA, approved by the decision of the Academic Council;
- State educational standards of higher medical education;
- \* The Charter of the Kyrgyz State Medical Academy.

1.3. Self-study of students (hereinafter referred to as SSS) is an educational, research and socially significant activity of students aimed at the development of general and professional competencies, which is carried out without the direct supervision of the teacher, but with guidance, advice and control.

1.4. Self-study of students is an integral part of the educational process. In accordance with the requirements of the State budget, it should be 50% of the total hours provided for the development of the main educational program.

1.5. The ratio of classroom and self-study in accordance with the approved curricula, depending on the course, is:



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Course	Class load (hours)	Self-study hours
		In a week (hours)
1-2	30	30
3-4	36	15
5-6	36	15

1.6. The SSS is conducted with the aim of forming general cultural and professional competencies, as the ability to apply knowledge, skills and personal qualities for successful activities in the medical field:

- \* formation of skills for the search and use of normative, legal, reference and special literature, as well as other sources of information;
- \* qualitative development and systematization of the theoretical knowledge obtained, their deepening and expansion in application at the level of interdisciplinary relations;
- \* formation of the ability to apply the acquired knowledge in practice (in professional activity) and consolidation of practical skills of students;
- \* development of students ' cognitive abilities, formation of independent thinking;
- \* improving speech skills;
- \* development of students ' activity, creative initiative, independence, responsibility and organization;
- \* formation of abilities for self-development (self-knowledge, self-determination, self-education, self-improvement, self-realization, self-regulation);
- \* development of research skills;
- \* develop interpersonal skills.



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#### 2. Types and forms of self-study of students.

2.1. The SSS performed under the supervision of teachers can be both classroom and extracurricular.

2.2. The types of SSS are:

- ✓ performing independent tasks in seminars, practical classes, and laboratory classes;
- ✓ preparing for classroom classes and performing various types of tasks and the level of complexity; preparation for lectures, discussion questions, colloquiums, round tables, role-playing games.
- ✓ study of individual topics (questions) of academic disciplines in accordance with the educational and thematic plans, preparation of notes;
- ✓ compilation of chronological tables, logical and structural schemes';
- ✓ performing individual tasks (preparation of reports, reports, abstracts, essays, presentations, bibliographies, summaries, glossaries, etc.);
- ✓ problem solving;
- ✓ performing independent and control work;
- ✓ execution of project tasks (development of projects, models, programs, layouts);
- ✓ performing research work;
- ✓ execution of term papers (projects);
- ✓ preparation for all types of control tests, including the current control of academic performance (during the semester), intermediate certification (at the end of the semester), for the exam;
- ✓ preparation for the final state certification, including preparation for state exams, completion of final qualification work;
- ✓ preparation for participation in scientific and practical conferences and seminars;
- ✓ preparation for participation in electives, special seminars;
- ✓ passing the practice and performing the tasks provided by them, making reports on the results of the practice.

The types of SSS are determined by the requirements of the State Educational System, the content of the academic discipline, the degree of readiness of students and are approved at the department when developing the educational and methodological complex( working program), the academic discipline (module) of the main educational program.



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#### 3. Organization of self-study of students

3.1. The methodology of organizing the SSS depends on the structure, nature and features of the discipline being studied, the amount of hours spent on its study, the type of tasks for independent work of students and the conditions of educational activity.

3.2. The process of organizing the SSS includes the following stages::

- ✓ preparatory (definition of goals, preparation of the program, preparation of methodological support, equipment);
- ✓ basic (program implementation, use of information retrieval techniques, assimilation, processing, application, recording of results, self-organization of the work process);
- ✓ final (evaluation of the significance and analysis of the results, their systematization, evaluation of the effectiveness of the program and methods of work, conclusions about the directions of labor optimization).

3.3. The organization of the SSS should be aimed at the implementation of all planned tasks by all students on time and with the right level of quality, which is a necessary condition for the formation of self-discipline and self-control skills.

3.4. The main principle of the organization of the SSS is an integrated approach aimed at stimulating the following types of activities for students to acquire competencies:

- ✓ reproductive (training) - performing tasks based on a sample in order to consolidate theoretical knowledge, develop skills (reading, viewing, taking notes, listening, memorizing, memorizing, retelling, answering questions for self-testing, repeating educational material, solving typical tasks, building a model);
- ✓ reconstructive (search-analytical and practical) - performing tasks with mandatory transformation of information (preparation for classroom classes, thematic discussions; preparation of messages, reports and speeches at seminars and practical classes; selection of literature; performance of control works; drawing up plans, notes, annotations; performing exercises, diagrams/drawings, calculation and graphic works; solving situational, practical/professional tasks; modeling components of professional activity, etc.);



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- ✓ creative (research)-performing information analysis, obtaining new information in order to develop creative thinking (writing essays, scientific articles and reports; participating in research work, in the development of projects aimed at solving practical problems; participating in conferences, Olympiads, competitions; performing term papers and projects, special creative tasks; preparing theses and projects).

3.5. The organization of the SSS is provided by:

3.5.1. Management of educational, organizational and methodological work:

informs the structural divisions of the Academy that ensure the organization of the SRS about the regulatory documents and recommendations of the Ministry of Education and Science and the Ministry of Health;

- ✓ provides methodological assistance to faculties, departments, teachers on the organization of SSS;
- ✓ monitors the educational and methodological support of the SSS for the main educational programs;
- ✓ supervises the planning and organization of the SSS at faculties and departments.

3.5.2. Dean's Office of the Faculty, Department of educational, organizational and methodological work of the Medical Academy:

- ✓ in accordance with the SES, it determines the total time budget, including the number of classroom sessions and hours for the SSS for the cycles of the curriculum disciplines/
- ✓ coordinates the activities of departments to establish inter-subject links between related courses;
- ✓ allocates a day in the schedules of students ' training sessions for educational and research work;

3.5.3. Department:

- ✓ organizes the activities of teachers to establish inter-subject relations and continuity in the development of general and professional competencies of students;
- ✓ makes a schedule of group and individual consultations of students by teachers in accordance with the time standards approved by the order of the rector and the Regulations on the rating system for evaluating student performance in KSMA;



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- ✓ monitors the activities of the teacher on the organization of self-study of the student;
- ✓ appoints each student a research supervisor or consultant when performing project and course work;
- ✓ monitors the development of SSS skills and makes recommendations for their improvement.
- ✓ 3.5.4. The teacher:
- ✓ helps the student in the organization of self-study, provides the formation of skills and abilities of independent activity;
- ✓ develops a thematic plan of the SSS for the training course, which should be reflected in the training and methodological complex (working program);
- ✓ develops methodological recommendations for the organization of SSS in the study of the discipline, the types and content of which are reflected in the educational and methodological complex of the discipline;
- ✓ introduces students to the system of forms and methods of teaching at the university, the methodology of independent work, the criteria for assessing the quality of independent work performed, the goals, means, labor intensity, deadlines, forms of control of the SSS;
  
- ✓ conducts group and individual consultations on the implementation of independent work during classroom classes and during extracurricular time, as well as on-line;
- ✓ develops students' skills of working with classical primary sources, modern scientific literature, textbooks;
- ✓ carries out the order
- ✓ of educational and methodical literature on the taught discipline in the information and library fund;
- ✓ attracts students to use modern information systems, technologies and technical means of teaching (e-mail, internet forums, etc.);
- ✓ promotes the development of students' interpersonal communication skills in the course of completing tasks for independent work; organizes not only individual independent work, but also team work;
- ✓ performs systematic monitoring of the students' self-study schedule;
- ✓ analyzes and evaluates the SSS.

3.5.5. The student performs independent work in accordance with the working curriculum and the program of self-study, making maximum use of the possibilities of individual, creative and scientific potential.



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#### **4. Planning and teaching support for self-study of students**

4.1. The planning of the SSS is carried out within the framework of each main educational program.

4.2. The SSS should be accompanied by methodological support and justification of the time spent on its implementation.

4.3. Educational and methodological complexes are developed by teachers who provide teaching of the discipline in accordance with the curriculum of the educational program, and pass the mandatory approval procedure.

4.4. In the thematic plan of the Educational and Methodological Complex of the discipline (module), the types of SSS should be described, taking into account the hours required for their implementation.

4.5. For the high-quality organization of the SSS, it is advisable to include additional (optional) elements in the structure of the educational and methodological complex:

- ✓ lecture notes, textbook, study guide, training manual;
- ✓ methodological guidelines for the organization of SSS in the study of the discipline (theoretical course material);
- ✓ guidelines for the implementation of control (including abstracts, reports ), term papers, final qualification works;
- ✓ guidelines for the implementation of practical work;
- ✓ methodological recommendations for the teacher;
- ✓ workshop (laboratory workshop) on the discipline, if this type of activity is provided for in the curriculum;
- ✓ glossaries, reference publications.

4.6. Information and Library Center:

- ✓ provides the educational process with the necessary literature (complements the library fund with educational, methodological, scientific, periodical, reference literature, including on electronic media);
- ✓ use of the necessary material from the virtual library in the educational process;
- ✓ organizes classes for the purpose of developing information search skills, the ability to orient the reference and bibliographic fund, information systems and databases.

4.7. The acquisition of high-quality methodological literature on the SSS to ensure the educational process is also implemented through the KSMA Publisher.



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4.8. The material and technical support of the SSS involves:

- ✓ availability of the necessary audience fund, including
- ✓ laboratories equipped with computers with the appropriate software, and language laboratories with a sufficient number of workplaces, computer classes with Internet access, seats in the reading rooms of the library;
- ✓ availability of access to an electronic library system containing publications on the main subjects studied and formed in agreement with the copyright holders of educational and methodological literature;
- ✓ equipment of classrooms and scientific laboratories with devices and equipment.

4.9. Information Technology resource center provides information and technical support for the educational process.

5. Monitoring and evaluating the results of students ' self-study

5.1. Control over the course and the teacher of the discipline carries out results of the SSS systematically, including in the course of classroom classes (lectures, seminars, practical and laboratory). The results of the SSS are evaluated during the current control and are taken into account during the intermediate certification of students in the studied discipline.

5.2. The types of control include oral interview, written work, and control by means of technical means and information systems.

Each of these types of control is distinguished by the method of identifying the competencies being formed: in the course of a conversation between a teacher and a student, a student and a patient; in the process of creating and verifying written materials; through the use of computer programs, devices, and installations.

5.3. The forms of SSS control are established by the department and specified in the educational and methodological complex (working program) of the discipline (module) of the main educational program:

- ✓ oral answer to a question, interview, message, report at practical, seminar, laboratory classes, creative work; presentation of tables with comparative analysis of data, generalizing models, process diagrams;
  - ✓ solving situational problems in practice-oriented disciplines;
  - ✓ self-compiled texts and articles:
- notes made on a topic studied independently;
  - independent research;
  - abstracts, reviews, essays, tasks, introspection, projects, programs, plans, reports, references, conclusions;
  - submitted texts of control, course papers (projects) and their defense;
  - practice reports;



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- ✓ testing, performing written control work on the topic under study;
- ✓ protection of final qualifying works;
- ✓ articles, abstracts of speeches and other publications in a scientific, popular science, educational publication based on the results of independent work.

5.4. Control criteria for the evaluation of the SSS are developed at the department leading this academic discipline. At the beginning of each semester, the teacher is obliged to inform the students what forms and methods of control of the SSS the department establishes, and to set out the criteria for evaluating the quality of assignments. The criteria for evaluating the SSS can be:

- ✓ the quality of the processed material in accordance with the specified volume;
- ✓ the degree of performance (elaboration of all aspects of the task, design of the material in accordance with the requirements, compliance with the established deadlines for submitting the work for review);
- ✓ the degree of independence, creative activity, initiative of students, the presence of elements of novelty in the process of completing tasks;
- ✓ the quality of learning material development (the student's ability to use theoretical knowledge performing practical tasks, the validity and clarity of the presentation of the studied material);
- ✓ sufficient competence of the author (student) in the disclosed issues.

5.5. A mandatory condition for the organization of self-study is the reporting of students to the teacher about its results.

5.6. Educational and methodological materials developed taking into account the specifics of the SSS must meet the following requirements:

- ✓ contain recommendations on the timing, volume and quality of mastering the material, indicating the educational and scientific publications used for this purpose;
- ✓ include questions for self-control, tests, control tasks, as well as requirements for the design of written work.

5.7. A student who has not completed various types of work, including independent work, provided for in the work program of the course, on the basis of the teacher's report, may not be allowed by the dean of the faculty to pass tests, exams in certain disciplines in accordance with the Regulations on the module - rating system of training.

5.8. The results of the SSS are summed up during the control weeks, the terms of which are determined by the schedule of the educational process, approved annually by the Vice-rector for preclinical training, educational work and the state language in accordance with the proposals of the faculties.

5.9. In order to encourage students, the results of self-study can be published in specialized student or scientific, methodological publications, tested at scientific and practical student conferences, heard at meetings of departments.

### The main types of independent work of students

Types of independent extracurricular work of students	Types of independent classroom work of students	Types of control
<ol style="list-style-type: none"> <li>1. Study of lectures.</li> <li>2. Reading mandatory and additional literature.</li> <li>3. Introduction with the content of electronic sources</li> <li>4. Compilation of a bibliographic list, glossary</li> <li>5. Self- study of the given material.</li> <li>6. Development of presentations using the capabilities of computer programs.</li> <li>7. Preparation of reports.</li> <li>8. Compilation of comparative tables, logical schemes, "counter texts", (tasks involving the use of various forms of interpretation, analysis and transformation of the studied material).</li> <li>9. Task solving.</li> <li>10. Preparation of tasks with subsequent solution in the group.</li> <li>11. Situation analysis; task-solving exercises.</li> <li>12. Self-control and mutual control of completed tasks.</li> <li>13. Development of master classes.</li> <li>14. Development of plans, programs, models, layouts, projects.</li> <li>15. Preparation for role-playing and trainings, discussions, debates</li> </ol>	<p>At lectures:</p> <ol style="list-style-type: none"> <li>1. Keeping records that suggest interpretation, evaluation, and attitude to the learning content being mastered.</li> <li>2. Discussion of notes in small groups and generalization of the developed material (when the teacher uses the "pause procedures" at the lecture),</li> <li>3. Written express answer to the control question. In seminars, practical classes, and laboratory classes: See column 1, p. 8, 9, 10, 11, 12, 14</li> </ol> <p>For tests and exams, see column 1, p. 8, 9, 11</p>	<p>Current and intermediate: (test, exam)</p> <p>Forms of written control:</p> <ul style="list-style-type: none"> <li>- feedback form</li> <li>- express test</li> <li>- test work (task solving)</li> <li>- essay</li> <li>- abstract</li> <li>- testing</li> <li>- presentation of the text of the report on the case-study review, presentation of the project text (applied, research)</li> <li>- presentation of the text of the conclusion, reference, report (based on the results of research and other work)</li> <li>- presentation of the text of the course work.</li> </ul> <p>Forms of oral control</p> <ul style="list-style-type: none"> <li>- colloquium</li> <li>- round table</li> <li>- frontal</li> <li>- individual and other forms of test,</li> <li>- interview</li> <li>- oral answer to the exam ticket</li> <li>- protection (reports, projects, term papers).</li> </ul> <p>Final: state exam, final qualification work:</p>

<p>(orientation in problems, preparation of questions, planning, and strategies for their activities).</p> <p>16. Performance of tasks on the programs of practices and workshops.</p> <p>17. Drawing up a portfolio.</p>		<p>- interview; - presentation of texts and their protection</p>
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